

Incoming International Students at MUNI

Kristýna Zemková, Erasmus Coordinator

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Statistics Erasmus+ EU

- 400 students in autumn
 - 100 full year / extension
- 200 new in spring

Erasmus ICM

- 40 in autumn, 20 new in spring

Partner universities & other

- 110 in autumn, 50 new in spring



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Step one – online application

– Unique link

The screenshot shows the 'MUNI CZS' logo on the left and the 'MU ONLINE APPLICATION for incoming mobility' header. Below the header, there are instructions for filling out the form, including a warning not to use special signs or letters. The form itself is divided into two main sections: 'Personal data' and 'Permanent address in your home country'. The 'Personal data' section includes fields for First name (Miriám), Surname (Azmar Esquivas), Gender (female), Marital status (single), Date of birth (1999-04-08), Place of birth (City), Citizenship (Spain), Phone number, E-mail address (mac25@alu.ua.es), and E-mail address (2). The 'Permanent address in your home country' section includes fields for Number and Street, City/town, Postcode, and Country (not selected).

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Application

- Personal information
- Information about studies
- Emergency contact details
- Special needs

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VISA students

- Confirmation of study and accommodation in Czech
- Documents sent in PDF and by post/ DHL
- Support throughout the process
- „Regime student“

Step two – application documents

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MUNI ONLINE APPLICATION for incoming mobility
Erasmus+ Europe 2019/2020

Denisa Bondini (503246)
© Log-on

Your application has been successfully saved to our database.

You should now:


1. Save the web link to this online application (sent to you by email), you will need it for further steps of the application process.
2. Print out the application.
3. Get the application documents signed by your coordinators at home university.
4. Upload the signed application documents below (meet the deadline!)
5. Need to replace an already uploaded file? Contact me at zdenka.bondini@muni.cz

Documents Information e-mails Your coordinators Important Web links Your application Updated contacts

STATUS: You need to upload the following document(s): Proof of English skills at B2 level, Scanned and signed application, Learning Agreement
Please note: The formal photo is not required anymore.

Document	File	Log
Proof of English skills at B2 level	Upload Download	Find more information about this document here
Scanned and signed application	Upload Download	
Learning Agreement	Upload Download	


save documents



Čeština

- ✓ Step 1
fill in application
- ✓ Step 2
check application
- ✓ Step 3
- print application
- get required documents
- upload them

Go to homepage...



MU ONLINE APPLICATION for incoming mobility
 Erasmus+ Europe 2019/2020

Cansu Celebioglu (503259)
[Log out](#)

Information e-mails
Documents
Your coordinators
Important Web links
Your application
Updated contacts

MU departmental coordinator - signs the learning agreement

The departmental coordinator is a teacher from the department and faculty, where you are nominated to. He/she can advice you on suitable and available courses.


Name: Klára Záleská
E-mail: zaleska@phil.muni.cz
Phone: 776 586 846

MU coordinator for incoming students - administers the Erasmus stay


The coordinator for incoming students works in a central international office at Masaryk University and helps you with administrative issues (application documents, accommodation, orientation week, course registration, etc.).

Name: Kristýna Zemková
E-mail: zemkova@czs.muni.cz
Phone: +420549498793

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Čeština

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GENERAL LINKS

- [Erasmus+ at MU](#)
- [Academic calendar](#)
- [Timeline of Erasmus+ studies](#)


BEFORE ARRIVAL

- [Courses for international students](#)
- [Grading system at MU](#)
- [Learning agreement](#)
- [Erasmus+ application process](#)
- [Language requirements](#)
- [Credit requirements](#)
- [Accommodation](#)
- [Visa issues](#)
- [Orientation Week](#)
- [Registration and enrollment to courses online](#)

AFTER ARRIVAL

- [How to get to Brno and halls of residence](#)
- [Compulsory admission](#)
- [International Student Club and Buddy System](#)
- [Changes to learning agreement](#)
- [Documents and guides to download](#)

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Course registration



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Accommodation

- Beds reserved for exchange students
- Booking deposit
- Choosing a specific room
- Usually double rooms



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Bulk emails

– Mailchimp.com

BE READY TO STUDY AT MUNI!

Looking forward to being at Masaryk University already? We are sending you important instructions and information on what to do before your arrival to Brno. Please read through this newsletter carefully, follow the guidelines, and pay attention to deadlines.



Orientation week is not obligatory, but it is highly recommended to attend it. During the OW, we will help you organise your administrative and study duties, get you acquainted with the Czech language and culture, and prepare loads of activities for you and your new international friends. Find more information [HERE](#). **ADMISSION ON 9 SEPTEMBER IS COMPULSORY FOR EVERYONE!**

Wondering how to buy a public transport pass? Check out your options [HERE](#).

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A detailed Orientation Week programme for Autumn 2019 will be published in August 2019, but you can already find updated OW information on our [website](#).



ORIENTATION WEEK

Buy our orientation week package and get MUNI gifts and free entrance to the coolest events!

Available only from July 8th to July 31st.

[See more](#)



ADMISSION

Every student is obliged to attend the admission. If you know already that you cannot attend the general admission on 9 September, contact your coordinator!

[See more](#)



HAVE YOUR BUDDY

Apply for a pick-up service and a buddy (a local student) to help you during the semester.

Available from mid-August.

[See more](#)



STUDENT CARD

Pay for the student card in advance to get it at the admission.

Available only from July 8th to July 31st.

[See more](#)



CZECH COURSES

It is challenging to learn Czech, but it's super cool, too! Explore several options how to get familiar with the Czech language.

[See more](#)



DIRECTIONS

Are you struggling with finding the best way how to get to Brno or to the dormitory?

[See more](#)

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During the semester

- Information emails throughout the semester, ongoing support
- Other communication channels
- Changes to LA
- Accommodation scholarship

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Student representatives

- Elected in 4 dormitories
- Monthly meetings with me and assistant for accommodation
- Issues, ideas for improvement, information distribution
- Scholarship

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Check out procedure

- In person, by email, post-box
- Length of stay – date of departure/ last academic activity + 7 days
- ToR in person/ by email, by post on request

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CHECK-OUT FORM

BRING THIS FORM TO YOUR COORDINATOR IN THE CENTRE FOR INTERNATIONAL COOPERATION AT THE END OF YOUR STUDY PERIOD AT MASARYK UNIVERSITY.

STUDENT'S NAME: _____ UČO: _____

CHECK-OUT FORM SUBMITTED ON: _____ (FILLS THE CIC)

DORMITORY - FILLS THE ACCOMMODATION ASSISTANT

Tímto potvrzují, že student/ka uhradil/a veškeré dlužné částky za ubytování a má naplánovaný odjezd na: _____
I hereby confirm that the student has paid off all debts for the accommodation and is planning to leave on: _____

Koleje: Vinařská / Komárov / Kounicova

Podpis a razítko oprávněného pracovníka SKM: _____ Datum: _____

LAST ACADEMIC ACTIVITY

The date of my last academic activity (exam/assignment) at MU: _____
(DD/MM/YYYY)

TRANSCRIPT OF RECORDS

All my grades are already online: YES ☐ (The CIC coordinator will issue the Transcript immediately upon receiving this form.)

NO ☐ (The CIC coordinator will issue the Transcript when you notify her/him by e-mail that all your grades are in IS. The Transcript will be sent electronically to you or by post upon request.)

BOOKS / UNIVERSITY LIBRARY

I hereby confirm that I have returned all materials borrowed from the MU libraries and I have no debt on my library account.

☐

QUESTIONNAIRE

The MU on-line questionnaire is e-mailed at the end of every semester to each student.

I have already filled it out.

I will fill it out within a week.

☐
☐

I UNDERSTAND THE CONTENT OF THIS FORM AND I DECLARE THAT THE ABOVE STATED INFORMATION IS TRUTHFUL.

Student's signature: _____

Date: _____

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Question time

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